

Water Plan Standing Charter Language

All Water Plan advisory groups operate under similar basic ground rules and with the following basic charter guidelines. Please feel free to contact your facilitator or group leader if you have questions regarding the standing Charter Language.

1. EXECUTIVE SPONSOR

The Deputy Director responsible for production of the California Water Plan Update, within the Department of Water Resources, or his/her designee, serves as Executive Sponsor.

2. MEMBERSHIP

Members serve at the pleasure of the Executive Sponsor and may be added or removed as appropriate. The Executive Sponsor shall:

1. Seek to maintain a balance of perspectives in the group,
2. Have the ultimate responsibility for all appointments

Members serve as individuals and are expected to be proficient in the area of discussion and/or represent a specified community or constituency with a “stake” in California’s Water Plan.

3. ATTENDANCE

Members commit to maintaining the integrity of the group by attending meetings and will contact the Group Facilitator or Leader if unable to attend.

4. ROLES

4.1 Individual Members will:

- Act as a liaison to communicate information to and from their organization
- Act in a manner that will enhance trust among fellow members
- Contribute data/information to clarify issues and eliminate false assumptions
- Act collaboratively and seek common ground where possible.
- As provided for under the Disclosure Clause (Section 8), act in good faith.

4.2 The Water Plan Team will:

- Provide staff support and, as needed, a professional Facilitator for the meetings
 - Collect and organize data
 - Draft text for group review

- Provide technical support to the effort
- Provide for the physical arrangements for the meeting
- Provide requested information

4.3 Facilitators will:

- Provide meeting and facilitation support to the effort
- Ensure the fairness and transparency of the process
- Provide process advice

4.4 Executive Sponsor will:

- Provide resources for the effort
- In consultation with other State Agencies, provide the policy perspective of the Administration
- Provide overall direction

4.5 Public Advisory Committee Co-lead Roles

At least one member of the Water Plan Public Advisory Committee will serve as a Co-Lead to each chartered Water Plan Public Advisory Committee Caucus. Liaisons assist the Water Plan Team and Facilitators in Co-Leading the Caucus.

At the request of State Agency Steering Committee and/or Tribal Advisory Committee, representatives of those bodies may serve as Caucus Liaisons. Liaisons assist the Co-Leads, the Water Plan Team and Facilitators in developing Caucus meeting agendas and reviewing materials for use with the full Caucus. A key goal is to ensure that Caucus meetings are relevant and on point to address key topics deemed as important by the other Caucus members and the bodies that the Caucus Liaison is representing.

In addition to the Liaisons, Non-Public Advisory Committee Caucus members may serve as Co-leads of a Public Advisory Committee Caucus. Co-leads assist the Water Plan Team and Facilitators in developing Caucus meeting agendas and review materials for use with the full Caucus to ensure that Caucus meetings are relevant and on point to address key topics deemed as important by the other Caucus members and interested Water Plan Stakeholders.

In addition to their responsibilities as Individual Members of the Caucus, Co-Leads and Liaisons will:

- Consider the needs of the full Caucus and the larger Water Plan stakeholder audience in reviewing and providing guidance on meeting preparations
- Serve as an equal in Caucus deliberations
- Enhance trust among fellow members
- Be selected by and serve at the pleasure of the Water Plan executive sponsor

5. MEETING SCHEDULE

Meetings will be convened as outlined in the specific Group Charge, on a regular basis and with notice provided in advance.

6. INTERNAL AND EXTERNAL COMMUNICATIONS

Minutes of meetings will be available to Members at a reasonable time frame after the meeting. Members are encouraged to provide briefings on Water Plan activities to their organizations.

The Executive Sponsor may also provide briefings on group activities to key Executive staff of the Resources Agency, other Agencies and the Governor's Office.

To maintain the most productive communications, Members are asked to adopt the following guidelines:

1. People will represent comments made in meetings as organizational or general group comments. Avoid personal references.
2. No specific point of view may be attributed as a statement or position of the group without an explicit agreement to do so.
3. Parties agree to act in Good Faith in all aspects of this consensus-seeking process and to communicate their interests. Offers made in frank conversations will not be used against any party. This provision will not restrict the ability of Members to speak to the press or pursue legal strategies in the future.
4. Personal attacks or stereotyping will not be acceptable. Members will refrain from impugning the motivations or intentions of others.
5. Parties agree to not make commitments they do not intend to follow through with
6. Parties will act consistently in other forums where similar issues are being discussed, including the press.
7. Parties agree to make a concerted effort to provide requested information to other Members or explain the reason why they could not do so.

7. WITHDRAWAL

Any Member or the Facilitator may withdraw at any time. Those withdrawing will be asked to communicate the reasons for withdrawal. Those leaving are expected to maintain the integrity of the ground rules and the process.

8. DISCLOSURE

During the course of the Water Plan deliberations it is likely significant policy issues will be discussed.

It is recognized that Members are associated with operating organizations and groups and have an obligation to make management decisions and take actions necessary for the proper function of those organizations. A stakeholder group may engage in such decisions and actions individually, or as a member of a coalition along with other stakeholder or non-stakeholder groups. The Water Plan Process is a long-term effort and during the course of Plan Updates, it is understood that stakeholder groups or coalitions will take public positions to protect their immediate interests. It is understood these interests may conflict with what is or might be derived from the Water Plan negotiations at any given point in time. Public positions taken in this context will not be considered a lack of commitment to the long-term mission.

Members embarking on a course that may result in conflict with immediate Water Plan deliberations are asked to advise the Facilitators and/or Group Leaders of potential and pending activities. These may include significant financial or policy decisions, proposed legislation, and public position statements by the groups regarding issues under the scope of the Water Plan. It is asked that this be done at the earliest feasible opportunity and the member suggest the best method to provide disclosure to the full group should it involve issues under the purview of the group. Such prior disclosure is not intended to prevent a Member from proceeding but instead is intended as a method to keep the group informed.

9. DECISION MAKING PROCESS

The Water Plan is a consensus seeking process. Specific items moved forward as a group product will be considered by the full body. Members will be permitted to note their level of consensus as ranging from Unqualified Support, Strong Support, General Support, Qualified Support, to Fundamental Disagreement. An issue without a broad degree of support will not move forward as a group product. The level of support for various items will be recorded. If an item receives a level of Fundamental Disagreement, the group will be asked to continue working until it appears a resolution is not attainable, or move on to an area where more agreement is possible. At that time the Executive Sponsor will note the nature of the disagreement and make a determination as to the best way to proceed in the particular issue area.

It is understood that Members may not always be able to commit their agency/organization to a particular conclusion; however, Members will operate and represent their organizations in good faith and contribute the best available information. Members are not required to commit to a position on any item.

10. OTHER

The Charter describes the work of the group. Changes may be adopted at the concurrence of the Members and the Executive Sponsor.



California Water Plan Update 2013 Integrated Flood Management Caucus DISCUSSION DRAFT GROUP CHARTER

Section 1 – Charge, Parameters, Activities, Scope, Schedule

Group Charge:

The California Water Plan (CWP) Flood Caucus is a statewide topic-based workgroup designed to support development of *CWP Update 2013* through in-depth discussions and deliberations of integrated flood management topics and issues. The Integrated Flood Management (IFM) Caucus will identify and expand information associated with integrated flood management related to statewide and regional needs, opportunities and challenges.

The CWP Integrated Flood Management Caucus will work closely with the Statewide Flood Management Planning Program (SFMP) team to develop a set of integrated flood management recommendations and a roadmap for *CWP Update 2013 consistent with the Department of Water Resources (DWR) FloodSAFE program*. Building on *CWP Update 2009*, the Integrated Flood Management Caucus will provide informational updates to, and receive input from, the State Agency Steering Committee, technical project teams, Public and Tribal Advisory Committees, the Federal Agency Network, and Regional Forums.

Parameters:

- The Caucus will build on Flood Management Objectives and Resource Management Strategy (RMS) in Update 2009
- The caucus will be closely coordinated with existing Flood initiatives including the SFMP, the Central Valley Flood Management Program and FloodSAFE.
- Project deliverables for *CWP Update 2013* will be based on the best existing and available data, information, and analyses from Federal, Tribal, State, regional and local public and private efforts and planning activities.

Activities:

Content for integrated flood management portion of *CWP Update 2013* is being provided by Flood Caucus members, Public and Tribal Advisory Committees, the State Agency

Steering Committee, Federal Agency Network, Regional Forum participants, and the Integrated Regional Water Management (IRWM) groups. The table below outlines the scope of the Flood Caucus deliverables and the Caucus team focus. The Flood Caucus provides input to the integrated flood management content, reviews approach, and makes policy recommendations for discussion by the other Water Plan venues.

Scope:

Deliverables	Integrated Flood Caucus Focus	Schedule
1. Update the Integrated Flood Management RMS. (Based on Update 2009 Vol. 2 Chapter 28 Flood Risk Management RMS)	<ul style="list-style-type: none"> • Review Update 2009 Flood Risk Management RMS • Provide input and draft text as appropriate for Integrated Flood Management RMS. • Identify opportunities for cross cutting RMS recommendations. 	<ul style="list-style-type: none"> • Fall 2011 • Spring 2012
2. Prepare the flood portion of the Regional Reports. (See Update 2009, Vol. 3)	<ul style="list-style-type: none"> • Identify opportunities for integrated flood management in Regional Reports. • Incorporate content from the Flood Future Report into Regional Report 	<ul style="list-style-type: none"> • Spring 2012
3. Prepare Integrated Flood Management portion of the Strategic Vision. (See Update 2009, Vol. 1)	<ul style="list-style-type: none"> • Review and update CWP Update 2009 IFM objectives and related actions. • Provide input as appropriate on integrated flood management draft text. • Identify opportunities for Integrated Flood Management 	<ul style="list-style-type: none"> • Spring 2012
4. Review Admin Draft Flood Future Report	<ul style="list-style-type: none"> • Review and provide comments to report. 	<ul style="list-style-type: none"> • Winter 2012
5. Review Public Review Draft Flood Future Report	<ul style="list-style-type: none"> • Incorporate Content into Update 2013 	<ul style="list-style-type: none"> • Summer 2012
6. Coordination of CWP content	<ul style="list-style-type: none"> • Interface with other Caucus 	<ul style="list-style-type: none"> • 2012

7. Prepare Progress Report	<ul style="list-style-type: none"> Identify Objectives to Update Progress Report 	<ul style="list-style-type: none"> Fall 2012

Schedule:

- ◆ Develop Draft Caucus Charter and Work Plan:
- ◆ Launch Flood Caucus:
- ◆ Flood Caucus Meeting:
- ◆ Flood Caucus Meeting:
- ◆ Flood Caucus Meeting:
- ◆ Sub-committee Meetings:

End of:

Oct. 19, 2011
Oct. 26, 2011
Feb. 2, 2012
May 2012
Fall 2012
As Needed

For More information about the Group Activities, please contact:

Water Plan Project Team

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